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## Unit 5: General Staff Functions

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## Unit 5: General Staff Functions



**Visual Description:** Unit Introduction

### Key Points

This unit provides an overview of ICS General Staff functions.



### Unit Objective

Describe the roles and functions of the General Staff including:

- Operations Section
- Planning Section
- Logistics Section
- Finance/Administration Section



Unit 5:  
General Staff Functions

Visual 5.2

**Visual Description:** Unit Objectives

### Key Points

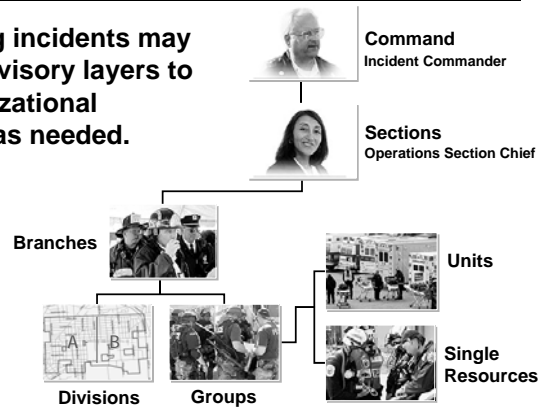
By the end of this unit, you should be able to describe the roles and functions of the:

- Operations Section
- Planning Section
- Logistics Section
- Finance/Administration Section



## Expanding Incidents

Expanding incidents may add supervisory layers to the organizational structure as needed.



Unit 5:  
General Staff Functions

Visual 5.3

**Visual Description:** Expanding Incidents

### Key Points

As incidents expand, there may be the need to add supervisory layers to the organizational structure.

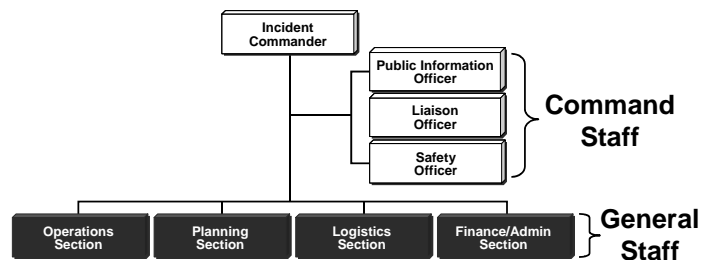
The Incident Commander may need to add Sections – such as an Operations Section. In addition:

- The Operations Section may need to add Branches.
- If the incident expands further, the Operations Section may divide the Branches into Divisions or Groups.
- For even larger incidents, the Groups may need to be divided into Units or Single Resources.



## General Staff

This unit focuses on the role of the General Staff in the ICS organizational structure.



Unit 5:  
General Staff Functions

Visual 5.4

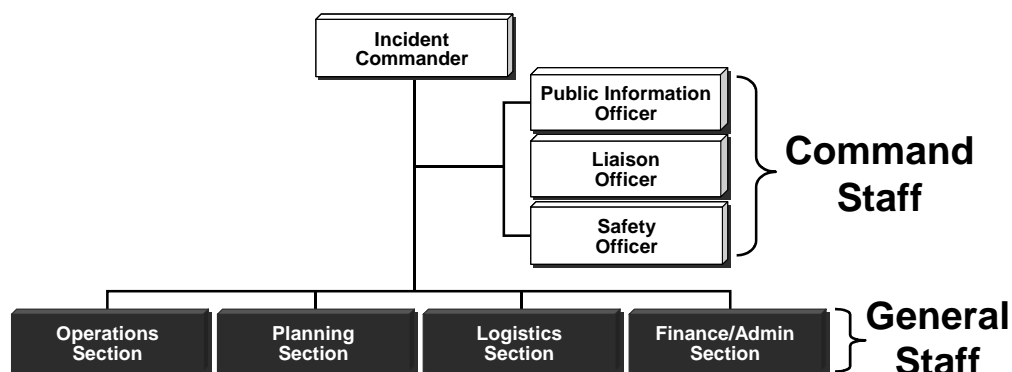
**Visual Description:** General Staff includes the Operations Section, Planning Section, Logistics Section, and the Finance/Admin Section.

### Key Points

This unit focuses on the role of the General Staff.

As illustrated on the visual and below, the General Staff includes the:

- Operations Section.
- Planning Section.
- Logistics Section.
- Finance/Administration Section.





## Operations Section Chief



Operations Section Chief

The Operations Section Chief:

- Develops and implements strategy and tactics to carry out the incident objectives.
- Organizes, assigns, and supervises the tactical field resources.
- Supervises air operations and those resources in a Staging Area.

Unit 5:  
General Staff Functions

Visual 5.5

**Visual Description:** Role of Operations Section Chief

### Key Points

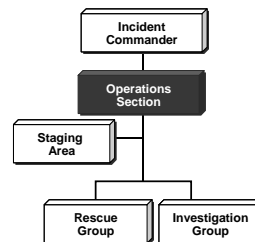
The role of the Operations Section Chief includes the following:

- Develops and implements strategy and tactics to carry out the incident objectives.
- Organizes, assigns, and supervises the tactical field resources.
- Supervises air operations and those resources in a Staging Area.



### Operations Section

- Directs and coordinates all incident tactical operations.
- Is typically one of the first organizations to be assigned to the incident.
- Expands from the bottom up.
- Has the most incident resources.
- May have Staging Areas and special organizations.



Unit 5:  
General Staff Functions

Visual 5.6

**Visual Description:** Operations Section

### Key Points

Note that the Incident Commander or Operations Section Chief at an incident may work initially with only a few single resources or staff members. The organization will expand to include needed levels of supervision as more and more resources are deployed.

The Operations Section is responsible for directing and coordinating all incident tactical operations.

### The Operations Section:

- Is typically one of the first organizations to be assigned to the incident.
- Develops from the bottom up.
- Has the most incident resources.
- May have Staging Areas and special organizations.





### Operations Section Challenges



Operations Section Chief

- It is critical to organize field resources and maintain span of control by using Branches and Groups.
- In complex incidents, there may be a Deputy Operations Section Chief.
- The Operations Section Chief depends on the rest of the General Staff for support.

Unit 5:  
General Staff Functions

Visual 5.7

**Visual Description:** Operations Section Challenges

### Key Points

Note that the challenges of the Operations Section include the following:

- It is critical to organize field resources and maintain span of control by using Branches and Groups.
- In complex incidents, there may be a Deputy Operations Section Chief.
- The Operations Section Chief depends on the rest of the General Staff for support.



### Maintaining Span of Control

The following supervisory levels can be added to help manage span of control:

#### Divisions

Divide an incident geographically.

#### Groups

Describe functional areas of operation.

#### Branches

Used when the number of Divisions or Groups exceeds the span of control. Can be either geographical or functional.

Unit 5:  
General Staff Functions

Visual 5.8

**Visual Description:** Maintaining Span of Control

### Key Points

The Operations function is where the tactical fieldwork is done. Therefore, most incident resources are assigned to the Operations Section. Often the most hazardous activities are carried out there, so it is necessary to carefully monitor the number of resources that report to any one supervisor.

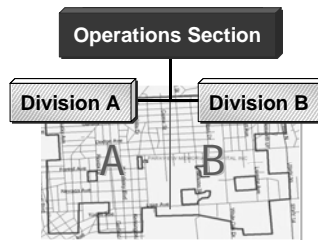
The following supervisory levels can be added to help manage the span of control in the Operations Section:

- **Divisions** are used to divide an incident geographically.
- **Groups** are used to describe functional areas of operation.
- **Branches** are used when the number of Divisions or Groups exceeds the span of control and can be either geographical or functional.



### Operations Section: Divisions

- Divided geographically based on the needs of the incident.
- Labeled using alphabet characters (A, B, C, etc.).
- Managed by a Supervisor.



Unit 5:  
General Staff Functions

Visual 5.9

**Visual Description:** Operations Section: Divisions

### Key Points

Divisions are used to divide an incident geographically. Note that:

- Divisions are usually labeled using alphabet characters (A, B, C, etc.). Other identifiers may be used as long as Division identifiers are known by assigned responders.
- A Division is managed by a Supervisor.

The important thing to remember about ICS Divisions is that they are established to divide an incident into geographical areas of operation.



### Operations Section: Groups

- Established based on the needs of an incident.
- Labeled according to the job that they are assigned.
- Managed by a Supervisor.
- Work wherever their assigned task is needed and are not limited geographically.



Unit 5:  
General Staff Functions

Visual 5.10

**Visual Description:** Operations Section: Groups

### Key Points

Groups are used to describe functional areas of operation.

Review the following key points about Groups.

Groups:

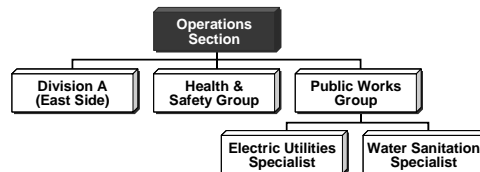
- Are established based on the needs of an incident.
- Are labeled according to the job that they are assigned (e.g., Health and Safety Group, Public Works Group).
- Are managed by a Supervisor.
- Work wherever their assigned task is needed and are not limited geographically.



### Operations Section: Divisions & Groups

#### Divisions and Groups:

- Can be used together on an incident.
- Are at an equal level in the organization. One does not supervise the other.



Unit 5:  
General Staff Functions

Visual 5.11

**Visual Description:** Operations Section: Divisions and Groups

### Key Points

#### Divisions and Groups:

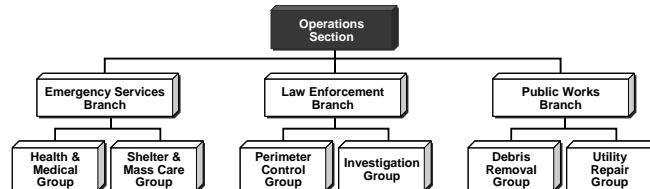
- Can be used together on an incident.
- Are at an equal level in the organization. One does not supervise the other.

When a Group is working within a Division on a special assignment, Division and Group Supervisors must closely coordinate their activities.



### Operations Section: Branches

- Established if the number of Divisions or Groups exceeds the span of control.
- Have functional or geographical responsibility for major parts of incident operations.
- Identified by Roman numerals or functional name.
- Managed by a Branch Director.



Unit 5:  
General Staff Functions

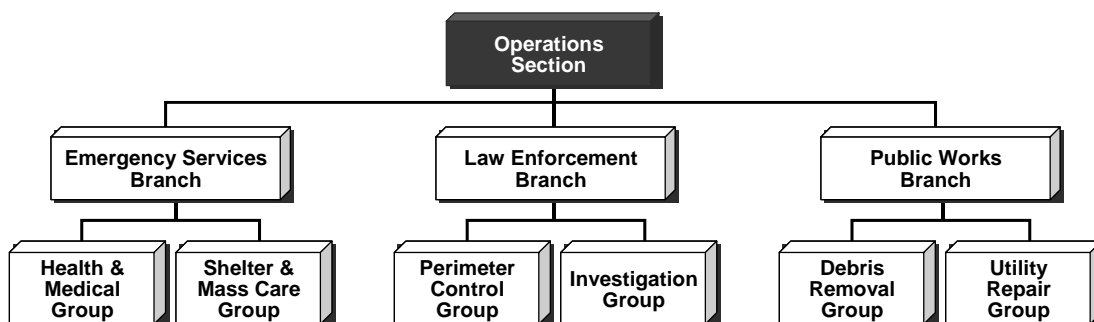
Visual 5.12

**Visual Description:** Operations Section: Branches

### Key Points

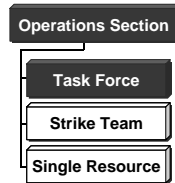
If the number of Divisions or Groups exceeds the span of control, it may be necessary to establish another level of organization within the Operations Section, called Branches.

The chart below shows the Operations Section being divided into 3 Branches and then each Branch being further divided into 2 Groups.





### Operations Section: Task Forces



**Task Forces are a combination of mixed resources with common communications operating under the direct supervision of a Task Force Leader.**



Unit 5:  
General Staff Functions

Visual 5.13

**Visual Description:** Operations Section: Task Forces

### Key Points

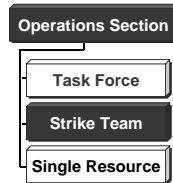
Note that Task Forces:

- Are a combination of mixed resources with common communications operating under the direct supervision of a Task Force Leader.
- Can be versatile combinations of resources and their use is encouraged. The combining of resources into Task Forces allows for several resource elements to be managed under one individual's supervision, thus lessening the span of control of the Supervisor.

As the chart on the visual shows, Task Forces are part of the Operations Section.



### Operations Section: Strike Teams



Strike Teams are a set number of resources of the same kind and type with common communications operating under the direct supervision of a Strike Team Leader.



Unit 5:  
General Staff Functions

Visual 5.14

**Visual Description:** Operations Section: Strike Teams

### Key Points

Note that Strike Teams are:

- A set number of resources of the same kind and type with common communications operating under the direct supervision of a Strike Team Leader.
- Highly effective management units. The foreknowledge that all elements have the same capability and the knowledge of how many will be applied allows for better planning, ordering, utilization, and management.

As the chart on the visual shows, Strike Teams are part of the Operations Section.





### Operations Section: Single Resources

#### Operations Section

Task Force

Strike Team

Single Resource

#### Single Resources may be:

- Individuals.
- A piece of equipment and its personnel complement.
- A crew or team of individuals with an identified supervisor.

Unit 5:  
General Staff Functions

Visual 5.15

**Visual Description:** Operations Section: Single Resources

### Key Points

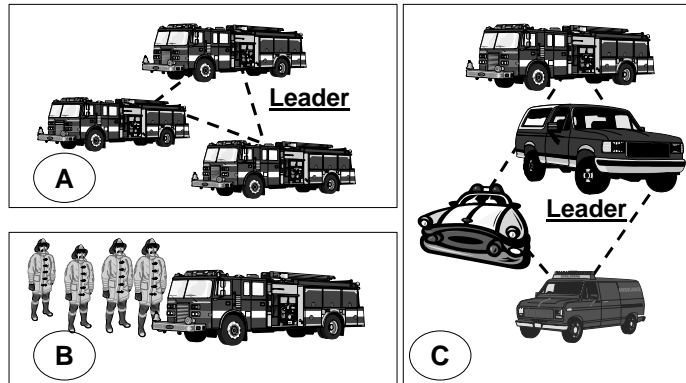
Single Resources may be:

- Individuals.
- A piece of equipment and its personnel complement.
- A crew or team of individuals with an identified supervisor

As the chart on the visual shows, Single Resources are part of the Operations Section.



### Name That Resource . . .



Unit 5:  
General Staff Functions

Visual 5.16

**Visual Description:** Name That Resource

### Key Points



Name the type of resource for each graphic on the visual.

- A. Three identical fire engines. One fire engine is designated the Leader.
- B. Four firefighters and one fire engine.
- C. Fire Engine, Fire Chief's Vehicle (designated as the Leader), Patrol Car, and Ambulance.



## Use of Position Titles

Using specific ICS position titles:

- Provides a common standard for performance expectations.
- Helps to ensure that qualified individuals fill positions.
- Standardizes communication.
- Describes the responsibilities of the position.

Unit 5:  
General Staff Functions

Visual 5.17

**Visual Description:** Use of Position Titles

## Key Points

Throughout the ICS organization, individuals with primary responsibility positions have distinct titles.

Using specific ICS position titles:

- Provides a common standard for performance expectations.
- Helps ensure that qualified individuals fill positions.
- Standardizes communication.
- Describes the responsibilities of the position.



### ICS Supervisory Position Titles

Titles for all ICS supervisory levels are shown in the table below.

Organizational Level	Title	Support Position
Incident Command	Incident Commander	Deputy
Command Staff	Officer	Assistant
General Staff (Section)	Chief	Deputy
Branch	Director	Deputy
Division/Group	Supervisor	N/A
Unit	Leader	Manager
Strike Team/Task Force	Leader	Single Resource Boss

Unit 5:  
General Staff Functions

Visual 5.18

**Visual Description:** Table of ICS Supervisory Position Titles

### Key Points

The table below includes titles for all ICS supervisory levels.

Organizational Level	Title	Support Position
Incident Command	Incident Commander	Deputy
Command Staff	Officer	Assistant
General Staff (Section)	Chief	Deputy
Branch	Director	Deputy
Division/Group	Supervisor	N/A
Unit	Leader	Manager
Strike Team/Task Force	Leader	Single Resource Boss



### Knowledge Review (1 of 5)

Two Supervisors have been dispatched with resources (personnel and equipment) to evacuate homes within the potential hazard zone. One Supervisor has responsibility for the east side of the community and the other has responsibility for the west side.

What type of ICS organizational structure is being described?



Unit 5:  
General Staff Functions

Visual 5.19

**Visual Description:** Knowledge Review (1 of 5)

### Key Points

Review the following situation:

Two Supervisors have been dispatched with resources (personnel and equipment) to evacuate homes within the potential hazard zone. One Supervisor has responsibility for the east side of the community and the other has responsibility for the west side.

Answer the question below:



What type of ICS organizational structure is being described?



### Knowledge Review (2 of 5)

Several utility crews have been organized under a single Supervisor in order to coordinate their repairs of downed power lines.

What type of ICS organizational structure is being described?



Unit 5:  
General Staff Functions

Visual 5.20

**Visual Description:** Knowledge Review (2 of 5)

### Key Points

Review the following situation:

Several utility crews have been organized under a single Supervisor in order to coordinate their repairs of downed power lines.

Answer the question below:



What type of ICS organizational structure is being described?



### Knowledge Review (3 of 5)

HazMat specialists, sanitation workers, and disposal equipment are grouped together, under the direct supervision of a Leader, to handle the removal of hazardous waste.

What type of ICS organizational structure is being described?



Unit 5:  
General Staff Functions

Visual 5.21

**Visual Description:** Knowledge Review (3 of 5)

### Key Points

Review the following situation:

HazMat specialists, sanitation workers, and disposal equipment are grouped together, under the direct supervision of a Leader, to handle the removal of hazardous waste.

Answer the question below:

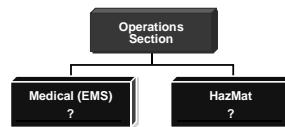


What type of ICS organizational structure is being described?



### Knowledge Review (4 of 5)

As incident objectives and resources expand, the Operations Section Chief begins organizing resources into functional areas that are managed by a Supervisor.



On the organizational chart, the title of each component would be a \_\_\_\_\_.

Unit 5:  
General Staff Functions

Visual 5.22

**Visual Description:** Knowledge Review (4 of 5)

### Key Points

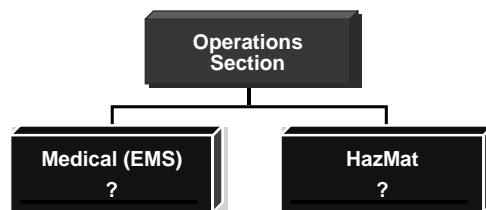
Review the following situation:

As incident objectives and resources expand, the Operations Section Chief begins organizing resources into functional areas that are managed by a Supervisor.

Insert the correct word or words that accurately completes the sentence below.



On the organizational chart, the title of each component would be a \_\_\_\_\_.

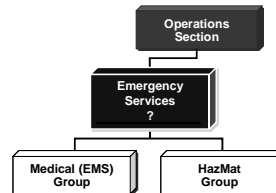






### Knowledge Review (5 of 5)

As the operation expands even further, the Operations Section Chief appoints a Director to manage the Groups.



On the organizational chart, the title of the organizational component managed by a Director would be called the Emergency Services \_\_\_\_\_.

Unit 5:  
General Staff Functions

Visual 5.23

**Visual Description:** Knowledge Review (5 of 5)

### Key Points

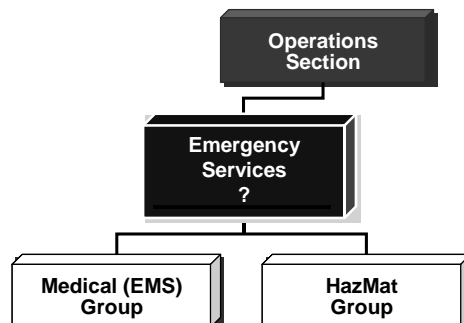
Review the following situation:

As the operation expands even further, the Operations Section Chief appoints a Director to manage the Groups.

Insert the correct word or words that accurately completes the sentence below.



On the organizational chart, the title of the organizational component managed by a Director would be called the Emergency Services \_\_\_\_\_.





## Planning Section Chief



Planning Section Chief

### The Planning Section Chief:

- Gathers, analyzes, and disseminates information and intelligence.
- Manages the planning process.
- Compiles the Incident Action Plan.
- Manages Technical Specialists.

Unit 5:  
General Staff Functions

Visual 5.24

**Visual Description:** Planning Section Chief

## Key Points

The Planning Section Chief:

- Gathers, analyzes, and disseminates information and intelligence.
- Manages the planning process.
- Compiles the Incident Action Plan.
- Manages Technical Specialists.



## Planning Section

- Maintains resource status.
- Maintains and displays situation status.
- Prepares the Incident Action Plan.
- Develops alternative strategies.
- Provides documentation services.
- Prepares the Demobilization Plan.
- Provides a primary location for Technical Specialists assigned to an incident.



Unit 5:  
General Staff Functions

Visual 5.25

**Visual Description:** Planning Section

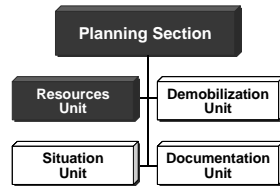
## Key Points

The roles and responsibilities for the rest of the Planning Section include:

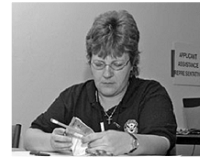
- Maintains resource status.
- Maintains and displays situation status.
- Prepares the Incident Action Plan.
- Develops alternative strategies.
- Provides documentation services.
- Prepares the Demobilization Plan.
- Provides a primary location for Technical Specialists assigned to an incident.



### Planning Section: Resources Unit



- Conducts all check-in activities and maintains the status of all incident resources.
- Plays a significant role in preparing the written Incident Action Plan.



Unit 5:  
General Staff Functions

Visual 5.26

**Visual Description:** Planning Section: Resources Unit

### Key Points

The Planning Section can be further staffed with four Units:

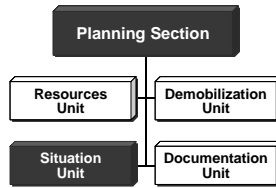
- Resources Unit
- Situation Unit
- Demobilization Unit
- Documentation Unit

The role of the Resources Unit includes:

- Conducts all check-in activities and maintains the status of all incident resources.
- Plays a significant role in preparing the written Incident Action Plan.



### Planning Section: Situation Unit



- Collects and analyzes information on the current situation.
- Prepares situation displays and situation summaries.
- Develops maps and projections.



Unit 5:  
General Staff Functions

Visual 5.27

**Visual Description:** Planning Section: Situation Unit

### Key Points

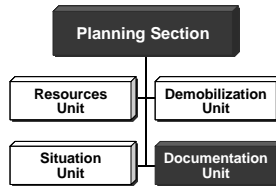
The Planning Section may also include a Situation Unit.

The Situation Unit:

- Collects and analyzes information on the current situation.
- Prepares situation displays and situation summaries.
- Develops maps and projections.



### Planning Section: Documentation Unit



- Provides duplication services, including the written Incident Action Plan.
- Maintains and archives all incident-related documentation.



Unit 5:  
General Staff Functions

Visual 5.28

**Visual Description:** Planning Section: Documentation Unit

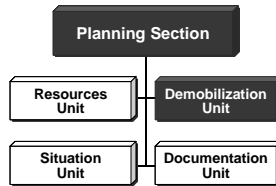
### Key Points

The next Planning Section Unit—the Documentation Unit—does the following:

- Provides duplication services, including the written Incident Action Plan.
- Maintains and archives all incident-related documentation.



### Planning Section: Demobilization Unit



Assists in ensuring that resources are released from the incident in an orderly, safe, and cost-effective manner.



Unit 5:  
General Staff Functions

Visual 5.29

**Visual Description:** Planning Section: Demobilization Unit

### Key Points

The last Planning Section Unit—the Demobilization Unit—assists in ensuring that resources are released from the incident in an orderly, safe, and cost-effective manner.



### **Planning Section: Technical Specialists**

- Provide special expertise useful in incident management and response.
- May be assigned to work in the Planning Section or in other Sections.



Unit 5:  
General Staff Functions

Visual 5.30

**Visual Description:** Planning Section: Technical Specialists

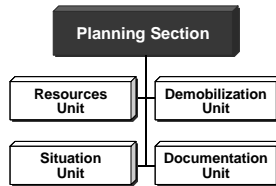
### **Key Points**

The Planning Section may also include Technical Specialists who provide special expertise. They may be assigned to work in the Planning Section or in other Sections.





### Knowledge Review (1 of 3)



If you needed copies made of the Incident Action Plan, which Unit would you go to?

Unit 5:  
General Staff Functions

Visual 5.31

**Visual Description:** Knowledge Review – If you needed copies made of the Incident Action Plan, which Unit would you go to? The options are Resources Unit, Demobilization Unit, Situation Unit, or Documentation Unit.

### Key Points

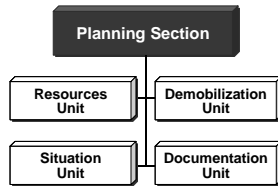
Answer the question below:



If you needed copies made of the Incident Action Plan, which Planning Section Unit would you go to?



### Knowledge Review (2 of 3)



If you needed a map of the incident area, which Unit would you go to?

Unit 5:  
General Staff Functions

Visual 5.32

**Visual Description:** Knowledge Review – If you needed a map of the incident area, which Unit would you go to? The options are Resources Unit, Demobilization Unit, Situation Unit, or Documentation Unit.

### Key Points

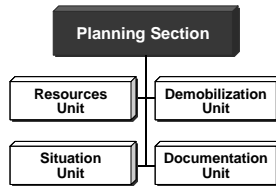
Answer the question below:



If you needed a map of the incident area, which Planning Section Unit would you go to?



### Knowledge Review (3 of 3)



If you needed to check in at an incident, which Unit would you go to?

Unit 5:  
General Staff Functions

Visual 5.33

**Visual Description:** Knowledge Review – If you needed to check in at an incident, which Unit would you go to? The options are Resources Unit, Demobilization Unit, Situation Unit, or Documentation Unit.

### Key Points

Answer the question below:



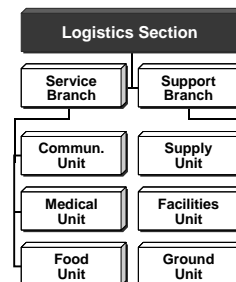
If you needed to check in at an incident, which Planning Section Unit would you go to?



## Logistics Section

### Responsible for:

- Communications.
- Medical support to incident personnel.
- Food for incident personnel.
- Supplies.
- Facilities.
- Ground support.



Unit 5:  
General Staff Functions

Visual 5.34

**Visual Description:** Logistics Section with an organizational chart showing the Service Branch and its Units (Communications Unit, Medical Unit, Food Unit) and the Support Branch and its Units (Supply Unit, Facilities Unit, Ground Unit)

## Key Points

The Incident Commander will determine if there is a need for a Logistics Section. The size of the incident, complexity of support needs, and incident length will determine whether a separate Logistics Section is established.

The Logistics Section is responsible for:

- Communications.
- Medical support to incident personnel.
- Food for incident personnel.
- Supplies.
- Facilities.
- Ground support.

As the chart on the visual shows, the Logistics Section can include two Branches and six Units:

- Service Branch: Communications Unit, Medical Unit, Food Unit
- Support Branch: Supply Unit, Facilities Unit, Ground Unit



## Logistics Section Chief



Logistics Section Chief

### The Logistics Section Chief:

- Provides resources and services required to support incident activities.
- Develops portions of Incident Action Plan and forwards them to Planning Section.
- Contracts for and purchases goods and services needed at the incident.

Unit 5:  
General Staff Functions

Visual 5.35

**Visual Description:** Logistics Section Chief

## Key Points

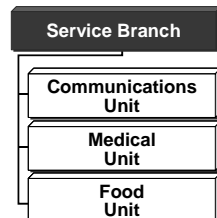
The role of the Logistics Section Chief in the ICS includes the following:

- Provides resources and services required to support incident activities.
- Develops portions of Incident Action Plan and forwards them to Planning Section.
- Contracts for and purchases goods and services needed at the incident.



### Logistics Section: Service Branch

The Service Branch may be made up of the following Units:



Unit 5:  
General Staff Functions

Visual 5.36

**Visual Description:** Logistics Section: Service Branch

### Key Points

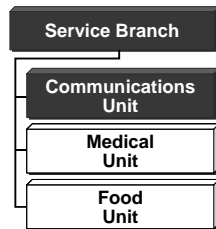
The Logistics Section may include two Branches – the Service Branch and the Support Branch.

The Service Branch may include the following Units:

- Communications Unit
- Medical Unit
- Food Unit



### Service Branch: Communications Unit



- Prepares and supports the Incident Communication Plan (ICS Form 205).
- Distributes and maintains communications equipment.
- Supervises the Incident Communications Center.
- Ensures adequate communications over the incident.

Unit 5:  
General Staff Functions

Visual 5.37

**Visual Description:** Service Branch: Communications Unit

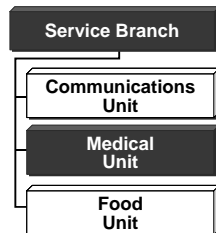
### Key Points

#### The Communications Unit:

- Prepares and supports the Incident Communication Plan (ICS Form 205).
- Distributes and maintains communications equipment.
- Supervises the Incident Communications Center.
- Establishes adequate communications over the incident.



### Service Branch: Medical Unit



- Develops the Medical Plan (ICS Form 206).
- Provides first aid and light medical treatment.
- Prepares procedures for a major medical emergency.

Unit 5:  
General Staff Functions

Visual 5.38

**Visual Description:** Service Branch: Medical Unit

### Key Points

The Service Branch may also include a Medical Unit.

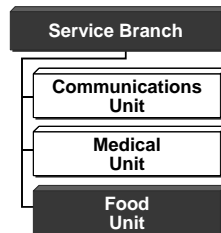
#### The Medical Unit:

- Develops the Medical Plan (ICS Form 206).
- Provides first aid and light medical treatment.
- Prepares procedures for a major medical emergency.





### Service Branch: Food Unit



- Supplies the food and potable water.
- Obtains equipment and supplies to operate food service facilities.

Unit 5:  
General Staff Functions

Visual 5.39

**Visual Description:** Service Branch: Food Unit

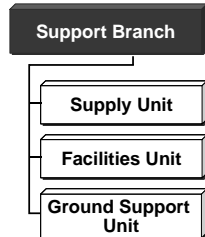
### Key Points

#### The Food Unit:

- Supplies the food and potable water.
- Obtains equipment and supplies to operate food service facilities.



### Logistics Section: Support Branch



Unit 5:  
General Staff Functions

Visual 5.40

**Visual Description:** Logistics Section: Support Branch

### Key Points

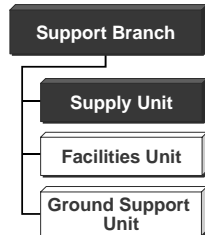
In addition to the Service Branch, there also may be a Support Branch in the Logistics Section.

The Support Branch may include a:

- Supply Unit
- Facilities Unit
- Ground Support Unit



### Support Branch: Supply Unit



- Assists in determining the type and amount of supplies needed to support the incident.
- Orders, receives, stores, and distributes supplies.
- Services nonexpendable equipment.
- Places all resource orders.
- Maintains inventory of supplies and equipment.

Unit 5:  
General Staff Functions

Visual 5.41

**Visual Description:** Support Branch: Supply Unit

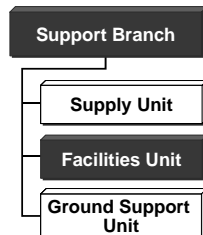
### Key Points

#### The Supply Unit:

- Assists in determining the type and amount of supplies needed to support the incident.
- Orders, receives, stores, and distributes supplies.
- Services nonexpendable equipment.
- Places all resource orders.
- Maintains inventory of supplies and equipment.



### Support Branch: Facilities Unit



- Sets up and maintains facilities.
- Provides managers for Base and Camps.
- Provides facility security and maintenance services (sanitation, lighting, cleanup).



Unit 5:  
General Staff Functions

Visual 5.42

**Visual Description:** Support Branch: Facilities Unit

### Key Points

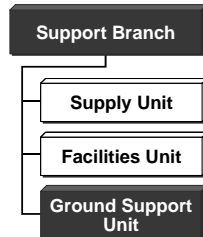
There may also be a Facilities Unit as part of the Support Branch.

### The Facilities Unit:

- Sets up and maintains facilities.
- Provides managers for Base and Camps.
- Provides facility security and maintenance services (sanitation, lighting, cleanup).



### Support Branch: Ground Support Unit



- Prepares the Transportation Plan.
- Arranges for, activates, and documents the fueling and maintenance of ground resources.
- Arranges for transportation of personnel, supplies, food, and equipment.



Unit 5:  
General Staff Functions

Visual 5.43

**Visual Description:** Support Branch: Ground Support Unit

### Key Points

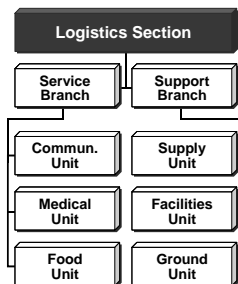
The Support Branch may also have a Ground Support Unit.

### The Ground Support Unit:

- Prepares the Transportation Plan.
- Arranges for, activates, and documents the fueling and maintenance of ground resources.
- Arranges for transportation of personnel, supplies, food, and equipment.



### Knowledge Review (1 of 4)



If the lighting at the Incident Command Post was not operating properly, which Unit would do the repairs?

Unit 5:  
General Staff Functions

Visual 5.44

**Visual Description:** Knowledge Review - If the lighting at the Incident Command Post was not operating properly, which Unit would do the repairs? The options are: Communications Unit, Medical Unit, Food Unit, Supply Unit, Facilities Unit, or Ground Unit.

### Key Points

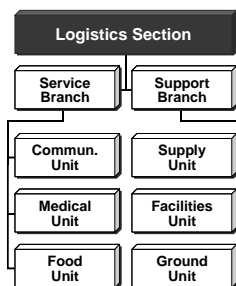
Answer the question below:



If the lighting at the Incident Command Post was not operating properly, which Unit would do the repairs?



### Knowledge Review (2 of 4)



Which Unit would arrange transport of personnel from the northernmost point of the incident area to the Base?

Unit 5:  
General Staff Functions

Visual 5.45

**Visual Description:** Knowledge Review - Which Unit would arrange transport of personnel from the northernmost point of the incident area to the Base? The options are: Communications Unit, Medical Unit, Food Unit, Supply Unit, Facilities Unit, or Ground Unit.

### Key Points

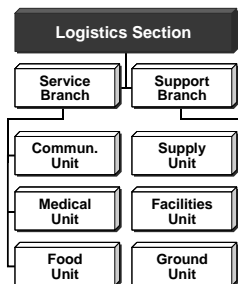
Answer the question below:



Which Unit would arrange transport of personnel from the northernmost point of the incident area to the Base?



### Knowledge Review (3 of 4)



If your radio was not working properly, which Unit would you go to?

Unit 5:  
General Staff Functions

Visual 5.46

**Visual Description:** Knowledge Review - If your radio was not working properly, which Logistics Section Unit would you go to? The options are: Communications Unit, Medical Unit, Food Unit, Supply Unit, Facilities Unit, or Ground Unit.

### Key Points

Answer the question below:

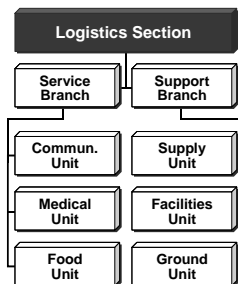


If your radio was not working properly, which Logistics Section Unit would you go to?





### Knowledge Review (4 of 4)



If you needed to place an order for additional protective equipment, which Logistics Section Unit would you go to?

Unit 5:  
General Staff Functions

Visual 5.47

**Visual Description:** Knowledge Review – If you needed to place an order for additional protective equipment, which Logistics Section Unit would you go to? The options are: Communications Unit, Medical Unit, Food Unit, Supply Unit, Facilities Unit, or Ground Unit.

### Key Points

Answer the question below:



If you needed to place an order for additional protective equipment, which Logistics Section Unit would you go to?



### Finance/Administration Section Chief



Finance/Administration  
Section Chief

**The Finance/Admin Section Chief:**

- Is responsible for financial and cost analysis.
- Oversees contract negotiations.
- Tracks personnel and equipment time.
- Processes claims for accidents and injuries.
- Works with Logistics to ensure resources are procured.

Unit 5:  
General Staff Functions

Visual 5.48

**Visual Description:** Finance/Administration Section Chief

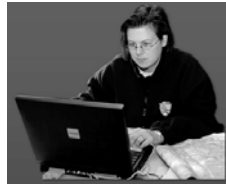
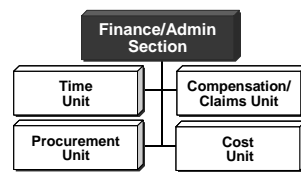
### Key Points

The role of the Finance/Administration Section Chief in the ICS includes the following:

- Is responsible for financial and cost analysis.
- Oversees contract negotiations.
- Tracks personnel and equipment time.
- Processes claims for accidents and injuries.
- Works with Logistics to ensure resources are procured.



### Finance/Administration Section



- Contract negotiation and monitoring
- Timekeeping
- Cost analysis
- Compensation for injury or damage to property

Unit 5:  
General Staff Functions

Visual 5.49

**Visual Description:** Finance/Administration Section

### Key Points

The Finance/Administration Section is responsible for:

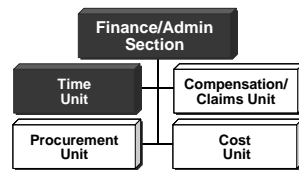
- Contract negotiation and monitoring.
- Timekeeping.
- Cost analysis.
- Compensation for injury or damage to property.

The Finance/Administration Section may include the following Units:

- Time Unit
- Procurement Unit
- Compensation/Claims Unit
- Cost Unit



### Finance/Admin Section: Time Unit



Responsible for incident personnel time recording.

Unit 5:  
General Staff Functions

Visual 5.50

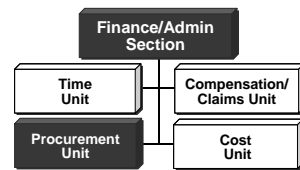
**Visual Description:** Finance/Administration Section: Time Unit

### Key Points

The Time Unit is responsible for incident personnel time recording.



### Finance/Admin Section: Procurement Unit



Responsible for administering all financial matters pertaining to:

- Vendor contracts.
- Leases.
- Fiscal agreements.

Unit 5:  
General Staff Functions

Visual 5.51

**Visual Description:** Finance/Administration Section: Procurement Unit

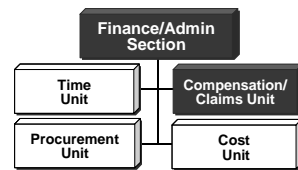
### Key Points

The Procurement Unit is responsible for administering all financial matters pertaining to:

- Vendor contracts.
- Leases.
- Fiscal agreements.



### Finance/Admin Section: Comp/Claims Unit



Responsible for management and direction of administrative matters pertaining to:

- Compensation for injury.
- Claims-related activities kept for the incident.

Unit 5:  
General Staff Functions

Visual 5.52

**Visual Description:** Finance/Administration Section: Compensation/Claims Unit

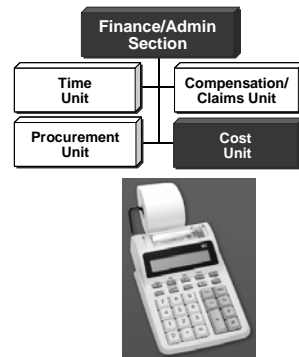
### Key Points

The Compensation/Claims Unit is responsible for management and direction of administrative matters pertaining to:

- Compensation for injury.
- Claims-related activities kept for the incident.



### Finance/Admin Section: Cost Unit



- Collects all cost data.
- Performs cost effectiveness analyses.
- Provides cost estimates.
- Makes cost savings recommendations.

Unit 5:  
General Staff Functions

Visual 5.53

**Visual Description:** Finance/Administration Section: Cost Unit

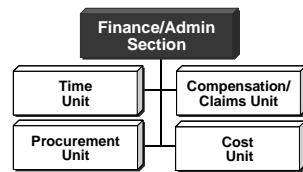
### Key Points

The last Unit in the Finance/Administration Section is the Cost Unit. The Cost Unit:

- Collects all cost data.
- Performs cost effectiveness analyses.
- Provides cost estimates.
- Makes cost savings recommendations.



### Knowledge Review (1 of 3)



If you wanted to confirm that your pay was correct, which Unit would you go to?

Unit 5:  
General Staff Functions

Visual 5.54

**Visual Description:** Knowledge Review: If you wanted to confirm that your pay was correct, which Unit would you go to? The options are the Time Unit, Procurement Unit, Compensation/Claims Unit, or Cost Unit.

### Key Points

Answer the question below:

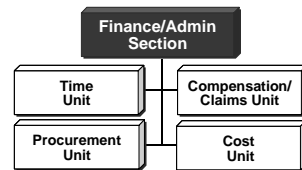


If you wanted to confirm that your pay was correct, which Unit would you go to?





### Knowledge Review (2 of 3)



If you were injured at an incident, which Unit would you go to?

Unit 5:  
General Staff Functions

Visual 5.55

**Visual Description:** Knowledge Review – If you were injured at an incident, which Unit would you go to? The options are the Time Unit, Procurement Unit, Compensation/Claims Unit, or Cost Unit.

### Key Points

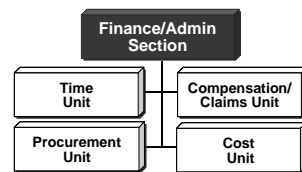
Answer the question below:



If you were injured at an incident, which Unit would you go to?



### Knowledge Review (3 of 3)



If you needed to lease equipment, which Unit would you go to?

Unit 5:  
General Staff Functions

Visual 5.56

**Visual Description:** Knowledge Review – If you needed to lease equipment, which Unit would you go to? The options are the Time Unit, Procurement Unit, Compensation/Claims Unit, or Cost Unit.

### Key Points

Answer the question below:



If you needed to lease equipment, which Unit would you go to?

**General Staff Functions: Case Study (1 of 7)**

**Instructions:** Read the scenario below and then answer the question.

**The Scenario:** At 4:30 p.m. on a chilly autumn day, a parent calls 911 to report a missing 3-year-old child. The child was outside playing and may have wandered off into a vast wooded area adjacent to the home. A local police officer arrives at the scene, establishing the initial ICS organization.

In the ICS organization described above, Police Officer Unit 1 has assumed which role?

?

(Police Officer Unit 1)

Unit 5:  
General Staff Functions

Visual 5.57

**Visual Description:** General Staff Functions: Case Study (1 of 7)

**Key Points**

Review the following scenario.

At 4:30 p.m. on a chilly autumn day, a parent calls 911 to report a missing 3-year-old child. The child was outside playing and may have wandered off into a vast wooded area adjacent to the home. A local police officer arrives at the scene, establishing the initial ICS organization.



**In the ICS organization described above, Police Officer Unit 1 has assumed which role?**

**General Staff Functions: Case Study (2 of 7)****The Scenario Continues:**

A Police Chief arrives at the scene, along with news crews and numerous volunteers.

What must happen before the Chief assumes the Incident Commander role?



Unit 5:  
General Staff Functions

Visual 5.58

**Visual Description:** General Staff Functions: Case Study (2 of 7)

**Key Points**

Review the following scenario.

A Police Chief arrives at the scene, along with news crews and numerous volunteers.



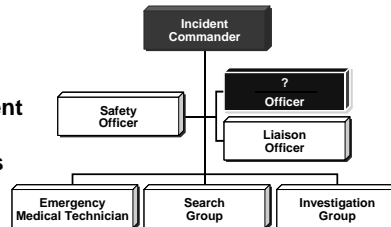
**What must happen before the Chief assumes the Incident Commander role?**



### General Staff Functions: Case Study (3 of 7)

#### The Scenario Continues:

A transfer of command briefing occurs and the Chief assumes the Incident Commander role. All Command Staff positions are filled.



What is the correct title of the Command Staff member who will manage the media and ensure that the correct messages are communicated?

Unit 5:  
General Staff Functions

Visual 5.59

**Visual Description:** General Staff Functions: Case Study (3 of 7)

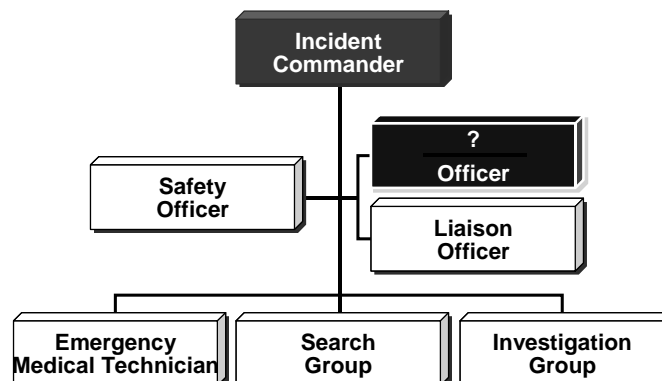
### Key Points

Review the following scenario.

The Chief assumes the Incident Commander role and assigns personnel to fill all Command Staff positions.



What is the correct title of the Command Staff member who will manage the media and ensure that the correct messages are communicated?



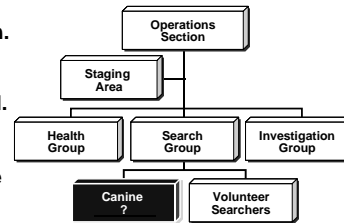


### General Staff Functions: Case Study (4 of 7)

#### The Scenario Continues:

The Incident Commander establishes an Operations Section.

Within the Search Group, four canine search teams are assigned. The teams have identical resources. The teams are using common communications and are operating under the direct supervision of a Leader.



What is the correct title of this organization?  
If the resources continue to expand, what might the Operations Section Chief do?

Unit 5:  
General Staff Functions

Visual 5.60

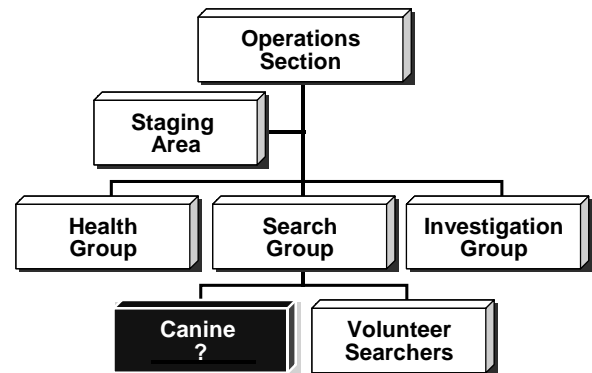
**Visual Description:** General Staff Functions: Case Study (4 of 7)

### Key Points

Review the following scenario.

The Incident Commander establishes an Operations Section. Within the Search Group, four canine search teams are assigned. The teams have identical resources. The teams are using common communications and are operating under the direct supervision of a Leader.

Caption: Organizational chart showing the Operations Section. Reporting to the Operations Section are the following: Staging Area, Health Group, Search Group, Investigation Group, Canine [?], and Volunteer Searchers.



**What is the correct title of this organization?**



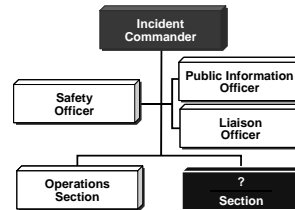
**If the resources continue to expand, what might the Operations Section Chief do?**



### General Staff Functions: Case Study (5 of 7)

#### The Scenario Continues:

After the first hour, the Incident Commander establishes a second Section that will develop the Incident Action Plan and track the status of resources on the scene.



What is the correct title of this Section?

Unit 5:  
General Staff Functions

Visual 5.61

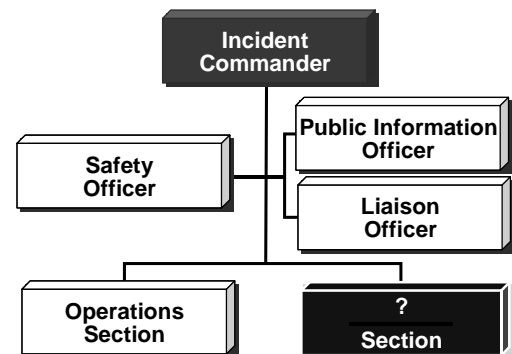
**Visual Description:** General Staff Functions: Case Study (5 of 7)

### Key Points

Review the following scenario.

After the first hour, the Incident Commander establishes a second Section that will develop the Incident Action Plan and track the status of resources on the scene.

Caption: Organizational chart with Incident Commander, Command Staff, and Operations Section. A second Section has been added.



What is the correct title of this Section?



### General Staff Functions: Case Study (6 of 7)

#### The Scenario Continues:

As night falls, more than 100 personnel are on the scene searching for the missing child. Given the number of personnel on the scene, there is a need to provide meals, food, first aid, and rest areas for responders.



Which Section is responsible for providing these support resources?

Unit 5:  
General Staff Functions

Visual 5.62

**Visual Description:** General Staff Functions: Case Study (6 of 7)

### Key Points

Review the following scenario.

As night falls, more than 100 personnel are on the scene searching for the missing child. Given the number of personnel on the scene, there is a need to provide meals, food, first aid, and rest areas for responders.



**Which Section is responsible for providing these support resources?**



**General Staff Functions: Case Study (7 of 7)****The Scenario Continues:**

Just before noon the child is found.

Which resources would you demobilize first? Why?



Unit 5:  
General Staff Functions

Visual 5.63

**Visual Description:** General Staff Functions: Case Study (7 of 7)

**Key Points**

Review the following scenario.

Just before noon the child is found.



**Which resources would you demobilize first? Why?**

## Topic

## Summary



### Summary

Are you able to describe the roles and functions of the:

- Operations Section?
- Planning Section?
- Logistics Section?
- Finance/Administration Section?



Unit 5:  
General Staff Functions

Visual 5.64

**Visual Description:** Summary

### Key Points

Are you now able to describe the role and function of the:

- Operations Section?
- Planning Section?
- Logistics Section?
- Finance/Administration Section?

The next unit will focus on ICS facilities.